Issue Date: March 26, 2001

MAIN HRS

DCDS Procedures Manual

Page: 3.3.4-1
Security - Define User
Section 3.3.4 - Display Tab

Section 3.3.4 OPTIONS MENU Security - Define User Display Tab

Purpose	This section provides the procedures to query the database for a user's security information regarding functions, roles, etc. by using the Display tab window.
Tabs	Display
Reminders	1. The Display tab is accessed through the Options, Security, Define Users items on the Menu bar.
	2. The Display tab is activated when a User ID, Function or Role is entered on the Selection Criteria window under the Selection tab. It is very similar to the Functions tab, but it may display the detail for a list of users instead of a single user. The Display tab is for inquiry only.
	3. The List of Users by Function window on the Display tab provides the detail security data, based on the selection criteria entered on the Selection tab. If the selection is based on a function, it will display all users having access to that function along with the scope. If the selection is based on user information, it will display all the functions available to the user along with the scope.
	4. For instructions on how to select a user see <i>Section 3.3</i> .
References	No specific references.

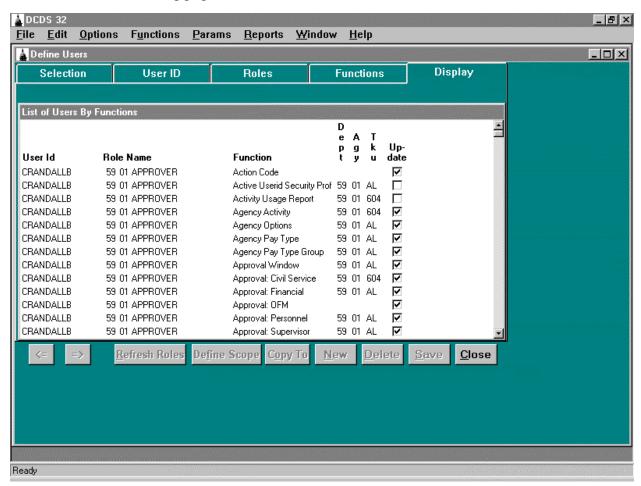
MAIN HRS

DCDS Procedures Manual

Page: 3.3.4-2
Security - Define User
Section 3.3.4 - Display Tab

Display Tab

The following window is displayed when the Display tab is selected. The fields displayed are described on the following page.



Issue Date: March 26, 2001

MAIN HRS

DCDS Procedures Manual

Page: 3.3.4-3
Security - Define User
Section 3.3.4 - Display Tab

DCDS Input Procedures - Display Tab

The following information is displayed:

Field Name	Description
User ID	DCDS User Identification.
Role Name	Name of the role(s) assigned to the user.
	Note: The role defines the functions that a user can perform.
Function	List of functions assigned to the user.
	Note: Functions define the actions of a role. For a timekeeper, the function could allow the timekeeper to update timesheets for their department, agency and TKU or just one level.
Dept, Agy, TKU	The department, agency or timekeeping unit (TKU) a user has access to.
Update	A (✓) indicates updating capability is allowed.